



Recruitment Notice

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is a Drug-Free Workplace. All applicants who are selected for employment may be subject to substance abuse screening.

Position:	Assistant Community Center Manager
Requisition:	15-013
Department:	Parks and Recreation
Position #:	0231-001
Opening Date:	April 17, 2015
Closing Date:	April 24, 2015
FLSA Status:	Exempt
Salary:	\$18.91 per hour - \$23.63 per hour

GENERAL DESCRIPTION:

Employees in this class are responsible for assisting the Community Center Manager in the daily operations of a community center as well as the planning, developing and coordinating of instructional, school age, special events, athletics, and adults for a specific facility and programs in a specific neighborhood area. This involves implementing programs, classes, events, youth activities, as well as special events. Supervision is received from the Community Center Manager.

ESSENTIAL JOB FUNCTIONS: *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Delivers superior internal and external customer service.

Establishes and maintains effective internal and external customer relationships.

Coordinate recreational facility operations for programs and/or facilities.

Assist in the development and enforcement of policies and procedures. Assist in the preparation of the procedural manuals for employees and Recreation Complex members.

Supervise the daily operations of the Recreation Complex, ensuring the compliance with policies, procedures, regulations and standards of quality and safety.

Prepares publications including: flyers, newsletters, press releases and brochures, etc.

Supervise and train volunteers and City employees, counsels employees and conducts performance evaluations and recommends personnel action, conducts staff meetings, plans, presents and coordinates staff trainings.

Plans, develops and coordinates leisure/educational programs for participants of all ages – youth, teens, adults and seniors.

Coordinates marketing of the various programs with appropriate personnel, monitors programs and assists with additional activities as assigned.

Assists with the hiring, evaluating and training of staff.

Manages inventory of equipment and materials.

Works in an administrative team environment.

Reports on program developments, budgets, activities, and concerns.

Attends weekly meetings.

Provides communication between recreation staff and parents.

Prepares purchase requisitions and orders.

Reconciles and supervises the accounts payable and accounts receivable process
Analyzes accounts receivable delinquencies and takes appropriate action with Community Center Manager

Assists in the direction of maintenance, office staff, recreation supervisors, recreation aides and instructors within the facility.

Collect fees and charges for recreation programs, classes, activities and special events. Close out and balance cash register at end of shift.

Advises the Community Center Manager regarding ongoing operations at the Recreation Complex.

Monitors programs scheduled at the facility.

Acts as the Community Center Manager in the Manager's absence which includes supervision over all Community Center operations.

Perform other related duties as required and directed.

Perform any assigned duty before, during and after a declared emergency.

Note: The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities:

Thorough knowledge of various programming for youth, adult and special events.

Knowledge of recreational facility operations.

Knowledge of proper telephone etiquette and procedure with the ability to provide information to the public via telephone, in person or email.

Knowledge of using database software, internet, spreadsheet and word processing software.

Ability to effectively supervise and direct the activities of subordinates in a manner conducive to full performance and high moral.

Ability to meet and deal with courteously with the general public and establish and maintain an effective working relationship with civic groups, City officials and other municipal employees.

Ability to maintain complex records and prepare accurate reports.

Ability to perform monetary transactions.

Ability to maintain facility for safety hazards and knowledge of proper use of safety practices.

Ability to supervise and interact with children, adults, seniors and persons with disabilities in various programs offered by the city.

Ability to perform routine building maintenance.

Ability to communicate effectively in oral and written form.

Ability to complete grant applications/proposals and required reports.

Must have the ability to be highly organized.

Education & Experience Requirements:

Graduation from an accredited college or university with a Bachelor's Degree in Recreation, Leisure Services or related field, supplemented by 2 years of full time paid experience in organized recreation work; or any equivalent combination of education, training and experience. Must possess and maintain a valid Florida Driver's License throughout employment. First Aid and CPR certification preferred.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. Must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet while in the office and moderately loud in other areas of the parks. The employee is expected to use standard office equipment and common recreation equipment.

**To apply please complete and deliver a
City of Miami Gardens Application Form to:**

**Human Resources Department, City of Miami Gardens
18605 NW 27 Avenue, First Floor, Suite 126 East
Miami Gardens, FL 33056
Or Fax to: (305) 474-1286**